

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DSS0568740**

DATE POSTED: **05/27/14**

POSITION NO: 940855

CLOSING DATE: **06/10/14**

POSITION TITLE: **Administrative Services Officer**

DEPARTMENT NAME / WORKSITE: **Division of Social Services - Department of Family Services, Window Rock, AZ**

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: Y64

WORK HOURS: 8 AM - 5 PM PART TIME: ☐ NO. OF HRS./WK.:            \$ 39,228.80 PER ANNUM

SEASONAL: ☐ DURATION :            \$ 18.86 PER HOUR

TEMPORARY: ☐           

**DUTIES AND RESPONSIBILITIES:**

Under the general direction and supervision of the Program Manager I, performs work of moderate difficulty with responsibility to assist in procurement, review, evaluation and coordination of contracts, subcontracts, and grants for the Navajo Nation. Assist with monitoring of contractor performance in compliance with applicable laws, rules and regulations, court decisions, accepted business practices, departmental policies and procedures; performs related work as assigned. Provides technical assistance to Division Programs staff, service providers on contracting and related financial issues; reviews, monitors financial documents; reviews scope of work on selected contracts, grants, subcontracts for compliance with regulations and requirements. Maintains electronic and standard files on all assigned contracts; monitors expenditures, reports, and processes documents for payment of expenses. Maintain electronic and standard files on all assigned contracts; reports. Performs other duties that are assigned by the Division Director and provide support to division's Administrative staff with daily routine operations.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative experience.

**Preferred Qualifications:**

- Contract and grant management experience.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of generally accepted grant, contract administration principles, procedures and practices; accounting transaction practices, procedures related to tribal, federal, state, local laws and regulations; procurement and contracting policies and methods; budget practices, general funds and cost accounting principles and practices; knowledge of generally accepted office procedures and equipment including computers, financial/office application software. Skills in reports for compliance and evaluative purpose; operating personal computer and standard office software including, word processing, data bases, and spreadsheet files; gather, consolidate and analyze facts ; researching and preparing complex technical reports; effectively and clearly communicating complex concepts, orally and in writing; establishing and maintaining effective working relationships.

***A favorable background investigation is required.***

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***